

Iowa Department of Administrative Services – Human Resources Enterprise  
Classification Series Guidelines

## Human Resources Professional Series

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### Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
00756	Human Resources Professional 1
00757	Human Resources Professional 2
00758	Human Resources Program Coordinator

### Series Concept

This series includes position incumbents who perform professional level human resources work.

Position incumbents receive a general outline of work and develop their own methods within established policies. Work is diversified and involves multiple unrelated steps. Analytical thought is required to deal with complex data and situations. Position incumbents exercise considerable independent judgment. Primary contacts with others are to advise/consult, influence, make formal presentations, or facilitate/negotiate to achieve common understanding and/or solutions to problems.

Positions at the first level may be located in both departments/agencies and in the Department of Administrative Services-Human Resources Enterprise (DAS-HRE). Positions at the second and third levels are located only in DAS-HRE.

### Definitions

Technical human resources work includes processing duties related to compensation, benefits, employment, and payroll; and providing technical advice to agency human resources on labor relations issues.

Professional human resources work includes consultative and program expertise in employment, position classification, compensation, labor relations, collective bargaining administration, consultation services, workers' compensation and benefits administration, as outlined in the Series Concept, above.

### Exclusions

Positions that perform technical human resource work are classified in the Human Resources Technical Series.

Positions that perform professional level training are classified in the Training Specialist Series.

Positions that provide assistance in affirmative action and equal employment opportunity (AA/EEO) matters for employees, supervisors and administrators; or positions that conduct a statewide affirmative action program or a segment of a statewide program for a department are classified in the Affirmation Action Compliance Officer Series.

Positions that apply affirmative action/equal opportunity principles and legal requirements in human resources practices and employee relations for all department personnel are classified in the Affirmative Action Compliance Officer Series.

### **Class Distinctions**

#### **Human Resources Professional 1 (Class Code 00756)**

In DAS-HRE, position incumbents perform trainee to full performance level specialized human resources work in one or more DAS-HRE programs; or perform generalized consultative human resources work for departments/agencies in the direct delivery of DAS-HRE programs; or perform professional labor relations work for departments/agencies.

In departments/agencies, position incumbents at this level perform professional generalist or specialist human resources work, including recruitment; affirmative action and diversity planning; administrative, discrimination and harassment investigations; responding to civil rights complaints; workforce planning; and non-merit selection processes.

Following an established training period, successful performance as a Human Resources Professional 1 performing generalized consultative work or labor relations work, position incumbents in DAS-HRE may be reclassified to Human Resources Professional 2.

#### **Human Resources Professional 2 – only at DAS-HRE (Class Code 00757)**

Position incumbents at this level are located only in DAS-HRE. Position incumbents perform specialized human resources work in the development and execution of one or more major human resource program areas; or perform generalized consultative work for multiple departments/agencies.

Major human resource program areas include classification and compensation, benefits, employment, and labor relations.

#### **Human Resources Program Coordinator (Class Code 00758)**

Positions at this level are located only in DAS-HRE. Positions function as the state's expert in a major program area impacting all employees in the Executive Branch of state government. Position incumbents develop and revise rules, policies and procedures that impact a major program area. Decisions require new and creative solutions to rapidly changing conditions and normally result in a substantial impact on relationships outside DAS-HRE. Position incumbents at this level may act as a lead worker over other incumbents.

**Note:** Any additions and/or reclassifications of human resources positions will be reviewed and classified by a DAS-HRE Classification Team.

*Effective date: 09/11 BR*